

# Comparisons of Job Characteristics

**Focus Occupation: Property, Real Estate, and Community Association Managers (11-9141)**

**Associated Occupation: Administrative Services Managers (11-3011)**

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 91

**Focus Occupation: Property, Real Estate, and Community Association Managers (11-9141)**

**Associated Occupation: Administrative Services Managers (11-3011)**

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	19.0	15.1	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	17.5	17.4	0	Current knowledge level may be sufficient
Administration and Management	8.4	13.5	14.9	>	Current knowledge level is likely sufficient
Personnel and Human Resources	5.6	12.7	9.3	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	12.3	11.0	<	Expanded education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 94

**Focus Occupation: Property, Real Estate, and Community Association Managers (11-9141)**

**Associated Occupation: Administrative Services Managers (11-3011)**

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Coordination	9.1	12.2	11.2	0	Current skill level may be sufficient
Time Management	8.9	11.5	9.3	<	A higher skill level may be required
Negotiation	6.8	10.6	12.2	>	Skill level is likely sufficient
Management of Personnel Resources	6.9	10.5	9.1	<	A higher skill level may be required
Management of Material Resources	3.7	7.3	5.4	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	6.9	6.1	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 96			
Focus Occupation: Property, Real Estate, and Community Association Managers (11-9141) Associated Occupation: Administrative Services Managers (11-3011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.6	13.7	0	Current ability level may be sufficient
Written Comprehension	11.0	13.3	13.5	0	Current ability level may be sufficient
Written Expression	9.8	13.3	12.3	0	Current ability level may be sufficient
Speech Recognition	9.9	10.8	11.0	0	Current ability level may be sufficient
Time Sharing	6.6	7.4	6.2	<	Some improvement in abilities may be required
Memorization	5.6	6.4	5.0	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 88
<b>Focus Occupation: Property, Real Estate, and Community Association Managers (11-9141)</b> <b>Associated Occupation: Administrative Services Managers (11-3011)</b>		
Work Activities	Exclusivity of Activity	
Adhere to safety procedures	12	
Assign work to staff or employees	30	
Conduct or attend staff meetings	47	
Maintain records, reports, or files	5	
Manage building maintenance projects	95	
Manage contracts	73	
Negotiate real estate sales or rental contracts	92	
Order or purchase supplies, materials, or equipment	35	
Prepare financial reports	67	
Prepare rental or lease agreement	89	
Prepare reports of property or facility status	95	
Schedule facility or property maintenance	87	
Use facility management techniques	84	
Use negotiation techniques	67	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: 84

**Focus Occupation: Property, Real Estate, and Community Association Managers (11-9141)**  
**Associated Occupation: Administrative Services Managers (11-3011)**

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.